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## Code Share Flights

The term “code share” is commonly used in the airline industry. It is a business agreement that allows two carriers to strengthen or expand their market presence without affecting their operational cost.

A carrier can publish and market a flight under its own carrier designator, but it is operated by a partner carrier. This provides travelers with a greater number of destinations and flight choices that can be booked on one carrier.

Most major carriers have code share agreements and use 4-digit flight numbers to identify code share flights.

For example, Alaska Airlines flights beginning with a “4” (4930) are operated by a partner carrier.

The example to the right shows an ERA flight and an Alaska Airlines code share

flight. Both flights depart at the same time, but have different flight numbers. The only way to tell they are the same flight is the note below the flight number identifying the operating carrier. This information is also printed on the travelers final itinerary.

Code share can also play a part in the Alaska Airlines agreement, so it is important to know when to book a code share as it may not always be the least expensive.

Using the flight selection example, let’s say a traveler wants to fly on ERA flight 930.

Before booking the ERA flight, check to see if there is an available Alaska Airlines code share flight.

Booking the Alaska Airlines code share flight (4930) places the traveler on an ERA aircraft (same as flight 930) and meets the Alaska Airlines market share requirement.

To determine which flight to book, compare the price of both flights. When the out of policy icon is displayed below a fare the user will be prompted to select a reason for not booking Alaska Airlines.

It is acceptable to book the other carrier if they offer a cheaper fare by at least \$35 one way or \$70 round trip.

If no out of policy icon is displayed, the lowest fare option that meets the business need can be selected.

<b>Era</b>	Depart <b>ANC</b>	Arrive <b>BET</b>
Flight 930 - DeHavilland Dash-8	<b>9:45 AM</b>	11:30 AM
Coach View seats	Thu, Mar 31	Thu, Mar 31
Non-stop, Flight time 1:45, 397 miles		
<b>Alaska Airlines</b>	Depart <b>ANC</b>	Arrive <b>BET</b>
Flight 4930 - DeHavilland Dash-8	<b>9:45 AM</b>	11:30 AM
Coach View seats	Thu, Mar 31	Thu, Mar 31
Operated by Era Aviation		
Non-stop, Flight time 1:45, 397 miles		

## State of Alaska Vehicle Users

The annual memorandum regarding an employee’s personal use of a state owned vehicle has been updated and posted on the Division of Finance web page.

The letter explains that the personal use of a State vehicle is a taxable benefit to the employee and must be reported on an employee’s W-2.

The letter outlines the employee’s responsibility to keep adequate records and the various valuation methods that are acceptable by the IRS.

It is important that the employees utilizing State vehicles be aware of the policies surrounding the use of a State provided vehicle, the documentation required, and the taxable consequences.

Here are some important links to pass along to employees utilizing State vehicles:

- ◆ [Letter to State of Alaska Vehicle Users](#)
- ◆ [AAM 320.300](#) – State Vehicle Usage
- ◆ [DOTPF Policies and Procedures](#) – Chapter 11 Statewide Equipment Fleet



## Delta Airlines News

On May 13, Delta will be adding seasonal service between Anchorage and Portland. There will be service four times per week including Saturdays and Sundays.

On May 20, seasonal service between Ketchikan and Seattle and Sitka and Seattle will begin. There will be daily service through summer.

Delta Air Lines recently upgraded the aircraft they use

between Juneau and Seattle, going from a CRJ-700 to a Boeing 737-800. This change brought the number of seats available on each flight from 64 to 160 with 16 seats in First Class.

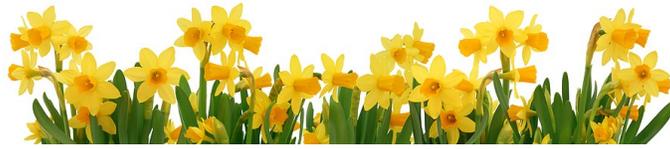
The flight departs Juneau to Seattle in the morning, and the Seattle to Juneau flight departs in the evening.

Delta is one of the contracted carriers for the State. In



addition to the discount on airfare, Delta also allows for name changes on eligible tickets.

Contact your [Department Travel Coordinator](#), the [ETMT](#), or [Tony Fuerte](#) to find out if a specific ticket is eligible for a name change.



### SAVE TIME WITH SELF-TAG OPTIONS

Print your luggage tags at home using self-tag online, or once you arrive at the airport at one of our self-tag kiosks.

Then just take your bags to the designated baggage drop areas, and you'll be quickly on your way.

Learn More at [Alaskaair.com](http://Alaskaair.com).

### Unused Ticket Expiration

When applying an unused ticket to a new reservation, the ticket must reissued and all legs of travel completed by the expiration date on the original ticket.

## E-Travel Information

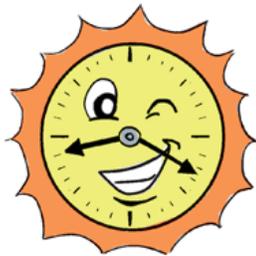
If you are traveling on Delta Airlines and are not currently a member of Delta's Medallion program, contact [Corporate Travel Management](#). They have a limited number of complimentary 90-day mileage status upgrades.

The preferred hotel sheet has been updated. The most current list of properties is available in E-Travel Online.

A few hotels have changed their rates to raise their star rating, which means lower rates for the State.

There have also been a few properties added, which means more options for the traveler.

Please refer to the [January 2016](#) newsletter for details on the 2016 Preferred Lodging Program. The new program is off to a good start. The average cost of a non-preferred hotel is over \$20 more per night than a preferred hotel. **Watch for the stars in E-Travel!**



*Daylight Saving Time Begins*

*Sunday, March 13*

### E-Travel Online Training Enrollment

Search Function: Mar 10 - 1:30  
Trip Change: Mar 22 - 1:30  
Rural Vendors and CTS: Apr 5 - 10:30  
Basic Training: Apr 21 - 1:30

- Login to [LearnAlaska](#)
- Enter *etravel* in the search box.
- Select desired training course
- Select desired training date
- Select [Enroll](#)

To access the WebEx and phone bridge on training day, login to LearnAlaska within 15 minutes of the start of the session.

Please take a few minutes to let us know how we are doing!

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**E-Travel Program Quarterly Survey**

### E-Travel Management

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### Corporate Travel Management

Online Help Desk  
877-500-4290 / 907-500-4290  
[e-travelhelp@travelctm.com](mailto:e-travelhelp@travelctm.com)

Reservation Call Center  
866-762-8728 / 907-500-4292  
[e-travelaprvl@travelctm.com](mailto:e-travelaprvl@travelctm.com)